

**COUNCIL POLICY****CURRENT**

SUBJECT: ANNUAL COUNCIL PROGRAMMING

POLICY NO.: 000-20

EFFECTIVE DATE: October 13, 1981

**BACKGROUND:**

The annual budget for the ensuing fiscal year is initially prepared within departments. Departmental budget requests are submitted to Financial Management for analysis. Recommended changes are developed and forwarded, along with the departmental requests, to the City Manager's Office for review, revision and approval. The process culminates in the Annual Proposed Budget which is submitted to Council for review and approval.

In the past, the budget preparation process leading up to the Annual Proposed Budget has been conducted without direct Council Policy guidance and in the absence of city-wide budget goals, objectives and program priorities. Consequently, establishing priorities across departments in the development process has been difficult and there has been a certain amount of speculation as to Council priorities.

**PURPOSE:**

The purpose of annual Council programming is to increase Council and citizen involvement in the formative stages of budget preparation and to establish a set of city-wide goals, and objectives, and budget priorities on an annual basis. This will enhance the ability of City Council to shape the budget and direct the activities of the City.

**POLICY:**

It is the policy of City Council to conduct an annual programming effort whereby goals, objectives and program priorities are established at least seven months in advance of actual budget implementation. This policy shall be conducted in accordance with the schedule indicated below.

**SCHEDULE:**

1. In early November of each year, the Manager shall provide City Council with a report to serve as the "basis for programming." This report shall include a brief assessment of current goals and objectives, a summary of allocated funds as set forth in the current budget, a forecast of anticipated revenues and expenditures required to maintain current service levels, and suggested service improvements and/or cutbacks. The Manager shall also disseminate the report to all interested agencies and citizen groups and committees. The Manager shall also notify the public of a hearing to be held in mid-November (see 3 below).
2. In early November, a policy committee including Council staff, Legislative Analyst, committee consultants and City Manager representative (for liaison purposes) shall review the Manager's "basis for programming" and citizen input (see 3 below), and make recommendations to Council regarding, but not limited to, policy guidelines, city-wide goals and objectives, priority of community needs, and unresolved issues that require further study

by the Manager. The committee shall meet on an ongoing basis during the programming process.

3. In mid-November the City Council shall conduct a public hearing. The purpose of the hearing shall be to provide citizen input in defining goals, objectives; developing program content, budgets; reviewing program effectiveness; and prioritizing of community needs.
4. In late November, City Council shall devote at least one meeting to formulating city-wide goals and objectives, program priorities, and other budget policy guidelines. In doing so, the Council shall consider the manager's "basis for programming," policy committee recommendations, and the result of the public hearing conducted in mid-November.
5. As soon as practicable, the Manager shall transmit to departments the programming decisions and guidelines formulated by Council in November.
6. Departments will prepare budgets and six-year plan in accordance with Council programming decisions.
7. The normal budget preparation and review process will ensue, with the City Manager submitting his proposed budget and six-year plan to Council at the first Council Meeting in March.

#### HISTORY:

Adopted by Resolution R-215757 04/14/1976

Amended by Resolution R-219372 09/21/1977

Amended by Resolution R-255200 10/13/1981